

STANDARDS OF APPRENTICESHIP
DEVELOPED BY THE
VIRGINIA BOARD FOR COSMETOLOGY
AND THE
DIVISION OF APPRENTICESHIP TRAINING
VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

NOVEMBER 1988
REVISED

JULY 1995
REVISED

JULY 1999
REVISED

**These minimum standards approved and registered
with the Virginia Apprenticeship Council have been
developed to comply with Chapter 6 of Title 40.1,
Code of Virginia, Voluntary Apprenticeship Act.**

PURPOSE:

The purpose of these Standards is to establish minimum requirements for the training of apprentices in accordance with the Virginia Cosmetology Statutes, the Virginia Apprenticeship Council and recognized by the Bureau of Apprenticeship, U. S. Department of Labor.

FORWARD

Recognizing the necessity for the development of highly skilled and efficient practitioners in the profession and to establish procedures for the training of apprentices as required by Virginia Cosmetology Statutes, the Virginia Board for Cosmetology has formulated this plan as a guide to employers seeking approval to train apprentices and to establish minimum standards for training.

1. DEFINITIONS

- A. **“Sponsor”** shall mean an employer or group of employers in a cosmetology salon or barber shop who has voluntarily adopted these Standards of Apprenticeship in order to provide employment and training of apprentices and is approved to train in accordance with the Virginia Board for Cosmetology’s Rules and Regulations.
- B. **“Approval Agency” or “Registration Agency”** shall mean the Virginia Apprenticeship Council, which is the agency recognized by the Bureau of Apprenticeship Training, U. S. Department of Labor as established pursuant to Section 40.1-117 of the Code of Virginia (1950).
- C. **“Apprenticeship Agreement”** shall mean a written agreement or Master Agreement between the sponsor and the person employed as an apprentice, his/her parent or guardian (if a minor), and which has been approved by and registered with the Virginia Apprenticeship Council. The Apprenticeship Agreement shall contain the names, signatures, and addresses of the contracting parties and date of birth of the apprentice. Additionally, the Apprenticeship Agreement shall contain a statement covering the terms and conditions of the employment and training, a statement that the apprentice will be trained in the profession of cosmetology, a schedule of the cosmetology work process and requirement that the apprentice shall take instruction in subjects related to the cosmetology profession.
- D. **“Apprentice”** shall mean a person at least 16 years of age, who is actively working and engaged in learning the professional trade of cosmetology as a principal occupation under these Standards, and who is covered by written agreement with the sponsor providing such employment for his/her training in accordance with these Standards of Apprenticeship and who currently is registered with the Virginia Apprenticeship Council.
- E. **“Journey person”** shall mean a person who has fully served his apprenticeship in a trade or craft.
- F. **“Supervisor of Apprentices”** shall mean the person(s) designated by the sponsor to perform the duties outlined in the Standards of Apprenticeship and shall be designated on the Training Program Outline.
- G. **“Standards of Apprenticeship”** shall be a written policy and practice guideline for the conduct of apprentice training which, voluntarily adopted by the employer (apprenticeship program sponsor), and morally and ethically binding on the sponsor and on employees with whom that sponsor signs an apprenticeship agreement. The Apprenticeship Standards shall further mean this entire document including these definitions or appendices.

- H. **“Board”** shall mean the Virginia Board for Cosmetology.
- I. **“Apprenticeship Related Instruction Coordinator” (ARIC)** shall mean the individual employed by the Virginia Community College System to coordinate the related instructional training of apprentices.
- J. **“Cosmetologist”** shall mean any person holding a certificate issued by the Board for Barbers and Cosmetology as defined in 54.1-1200 of the Code of Virginia.
- K. **“Master Agreement”** shall mean the form used to register occupations of a new sponsor or when adding an occupation to an existing sponsor’s program. This form outlines the occupations on the Training Program Outline that the sponsor shall provide for employment and training of apprentices in conformity with the terms and conditions set forth in the apprenticeship standards.
- L. **“Training Program Outline” (TPO)** shall mean the form used to process all necessary registration data for new sponsors and any changes for those already participating.
- M. **“Apprenticeship Action Form” (AAF)** shall mean the form used to register an individual apprentice in a sponsor’s program, to certify completion of an apprenticeship program to cancel an individual apprentice, and for use as a superseding agreement if a change is needed in any area such as change in trade or correction in credit, etc.

2. POLICY STATEMENT AND EQUAL EMPLOYMENT OPPORTUNITY PLEDGE

A. Policy Statement

On or after the date these Standards of Apprenticeship are duly executed and are adopted, it shall be the policy of the sponsor that all apprentices employed in the trade covered herein shall be governed by the terms of these Standards of Apprenticeship, a copy of which shall be provided by the sponsor who will make it available to the apprentice.

B. Equal Employment Opportunity Pledge

All sponsors signatory to these Standards of Apprenticeship and the Board of Cosmetology pledge the recruitment, selection, employment and training of apprentices shall be without discrimination because of race, color, religion, national origin, sex, or physical handicap which is unrelated to the person’s

qualification and ability to perform the job. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of the Federal Regulations, Part 30 and the Virginia State Plan.

3. CREDIT FOR PREVIOUS EXPERIENCE

- A. An apprentice may be allowed credit on the term of apprenticeship for that portion of experience, whether with the sponsor or elsewhere, which is equivalent to that which he/she would have received under these Standards. This credit is subject to the approval of the individual employer. The maximum to be allowed an apprentice for previous experience as a nail technician, shampooer, and/or hair rinser is 500 hours.
- B. An apprentice transferring from a cosmetology school to the apprenticeship program may be allowed credit for training received on the basis of two (2) hours of apprenticeship for each hour of school training. Certification of training must be presented to the employer and reviewed by apprenticeship representative before it can be awarded.
- C. Any licensed barber with less than two years of licensure, barber apprentice, or barber student who transfers from barbering to cosmetology may receive no more than fifty percent (50%) credit for their previous experience of training or training towards the term of apprenticeship.
- D. Applicant who was formerly enrolled in the Industrial Cooperative Training Program while in high school may be allowed credit for that portion of time spent on the job.
- E. Credit granted for related instruction shall be coordinated with the Apprenticeship Related Instruction Coordinator.

4. QUALIFICATIONS FOR APPRENTICESHIP

- 1. Be at least 16 years of age.
- 2. Be physically able to perform the work.

5. APPRENTICESHIP AGREEMENT

- A. The apprentice (and if a minor, the parent or guardian) shall sign an Apprentice Action Form agreeing to the terms of the Master Agreement, which shall also be signed by the sponsor or authorized sponsor representative and registered with the Virginia Apprenticeship Council.

- B. This Master Agreement shall contain a clause making the terms of these Standards a part of the agreement. Therefore, each apprentice (and if a minor, the parent or guardian) who enters into an Apprenticeship Agreement shall be given a copy of these standards before the Apprenticeship Action Form is signed.
- C. The following parties shall receive a copy of the properly executed Apprentice Action Form:
 - 1. the apprentice
 - 2. the sponsor
 - 3. the registration agency
 - 4. other regulatory boards and government agencies, when appropriate.

6. TERM OF APPRENTICESHIP

- A. The minimum term of apprenticeship shall be at least 3,000 hours of work experience during a period of 18 months (1 ½ years) as stipulated in the Training Program Outline and shall consist of continuous employment, supplemented by the required related instruction for the trade of cosmetology. Credit for previous experience will be included in the required 3,000 hours.
- B. Overtime hours worked will not be credited to the term of the apprenticeship.

7. RESPONSIBILITIES OF THE APPRENTICE

- A. Each apprentice registered under these Standards agrees to be punctual and regular in attendance and proper in conduct, to apply him/herself with diligence at all times.
- B. The apprentice registered under these Standards further agrees to keep an updated daily record book of work experience practiced on the job and to keep such record book at the place of training for review by the Department of Labor and Industry, Board for Barbers and Cosmetology, Department of Professional and Occupational Regulations, the sponsor and any other regulatory bodies or government agencies when appropriate.
- C. The apprentice will receive a certification card from the apprenticeship representative. The card must be posted in the apprentice's work area and shall be accessible and visible to the public.
- D. Failure for non-display or an expired card may result in immediate termination from the program and/or a fine by the regulatory agency for both

the apprentice and sponsor. An apprentice having an invalid card may result in immediate dismissal from the program.

8. SUPERVISION OF APPRENTICES

The sponsor shall designate a supervisor of apprentice(s) whose duties shall include:

- A. Keeping adequate records of the progress of each apprentice.
- B. Cooperating with the apprentice's immediate supervisor in insuring that the apprentice obtains the experience as outlined in the Work Processes on the Training Program Outline.
- C. The supervisor will aid the apprentice in all phases of on-the-job training, as well as review and grade monthly the apprentice's record book. Making reports as required at specified intervals regarding the aptitude, skill and progress of each apprentice.
- D. Insuring that the apprentice is under the direct supervision of a licensed cosmetologist while performing any procedure(s) on a patron.
- E. Insuring that the apprentice is given instruction in safe working methods in each operation as it is encountered throughout the term of apprenticeship.
- F. Such other duties as may be involved in developing and maintaining an effective program of apprenticeship.

9. SCHEDULE OF WORK PROCESS

- A. The apprentice shall be given instruction and work experience in all branches of cosmetology listed in the work processes which are recorded on the Training Program Outline which is a part of these Standards.
- B. The work experience need not be in the precise order listed, nor do the scheduled number of any operation need be continuous to permit the flexibility necessary for the normal business operation of the salon/shop.
- C. A condensed schedule of the major divisions of the trade is recorded in the Appendix.

10. RELATED INSTRUCTION

- A. Each apprentice employed under these Standards shall enroll in and satisfactorily complete the required related instruction as prescribed by the Virginia Board for Cosmetology and as approved by an Apprenticeship Related Instruction Coordinator and the Virginia Apprenticeship Council.

- B. Credit for related instruction received prior to entering apprenticeship shall be coordinated with an Apprenticeship Related Instruction Coordinator. Satisfactory program completion is a mandatory part of the total program for the individual apprentice.
- C. Failure on the part of the apprentice to fulfill the obligation to attend related instruction, except for sickness or injury, shall be deemed sufficient cause for suspension or dismissal.

11. PERIODIC EVALUATION

The progress of each apprentice's job performance and related instruction shall be subject to a periodic review by the sponsor or designated supervisor prior to the expiration of each wage period. Should a review reveal a lack of interest or ability on the part of the apprentice, the apprentice will be informed in writing of the deficiency and may be placed on probation for a sufficient period to determine improvement or failure.

At the end of the probationary period, if the apprentice has not shown acceptable improvement, the apprenticeship may be suspended or canceled. The sponsor will provide written notice of the final action taken to the apprentice and the Virginia Apprenticeship Council.

12. HOURS OF WORK

- A. The hours of work for the apprentice shall be the same as for other employees and in compliance with all labor laws concerning hours of work.
- B. Time spent in related instruction shall not be considered as hours of work.
- C. The apprentice shall not be required to work such hours as would interfere with attendance at related instruction except in an emergency.

13. APPRENTICE WAGES

Apprentices shall be paid a progressive wage scale with starting wages being the larger of 50 percent of the sponsor's prevailing journeyman's wage or the present minimum wage as established by the U. S. Department of Labor, Wage and Hour Division. The established wages shall include tips. Apprentices will be given periodic wage increases to be determined by the sponsor and stated on the apprenticeship agreement. Increases will be given at least on an annual basis.

UNDER NO CIRCUMSTANCE SHALL AN EMPLOYER CHARGE AN APPRENTICE A FEE FOR APPRENTICESHIP TRAINING OR BOOTH RENTAL DURING THE TERMS OF THE APPRENTICESHIP.

14. LAYOFF, SUSPENSION, CANCELLATION AND REINSTATEMENT OF APPRENTICES

Layoff of apprentices is to be permitted by the salon/shop as a normal business function. In the event it shall become necessary to lay off journeymen, apprentices may be laid off in the commensurate ratio of apprentices to journeypersons. However, any apprentice laid off under these Standards shall be entitled to seniority privileges and shall be reinstated in the seniority standing before any new apprentices shall be registered.

The registering agency shall be notified of all layoffs, cancellations and reinstatements. This notice shall state the reason for the specific action, and effective date. The sponsor or authorized representative shall notify the apprenticeship representative in writing within seven (7) working days of the action taken.

15. CERTIFICATE OF COMPLETION OF APPRENTICESHIP

- A. Upon completion of both phases of apprenticeship training, the employer shall review the apprentice's progress record for the training period. If the results of this review indicate the apprentice is now a candidate for journeyperson status, the sponsor shall sign the Apprentice Action Form. The properly signed Apprenticeship Action Form shall be forwarded to the apprenticeship representative within seven (7) working days. A Certificate of Completion shall be prepared by the Virginia Apprenticeship Council and forward to the sponsor following the *Regulations Governing the Administration of Apprenticeship Programs in the Commonwealth of Virginia*.
- B. Completion of the apprenticeship program shall qualify the apprentice to apply to the Board to take the Board of Cosmetology licensing examination.
- C. A temporary permit to work under the supervision of a currently licensed cosmetologist may be issued by the Board to any person eligible for examination.
- D. The temporary permit shall remain in force for thirty (30) days following the next scheduled examination for which the applicant would be eligible.
- E. The temporary permit is non-renewable.

- F. Apprenticeship completers who fail the examination may receive additional training not to exceed ninety (90) days. The apprentice must reapply for the examination within the ninety (90) day period.

16. APPROVAL OF COSMETOLOGY SALONS FOR APPRENTICE TRAINING

Upon request for information on apprenticeship training from a shop/salon owner or manager, the apprenticeship representative shall contact the owner or manager and if approval to train apprentices is desired, the /shopsalon shall be approved in accordance with the Board for Barbers and Cosmetology Rules and Regulations currently in effect and in addition shall meet the below standards:

- A. the salon must have a current Virginia cosmetology license issued by the Department of Professional and Occupational Regulation and local Business and Professional Occupation License if applicable;
- B. the supervisor of apprentices must be a Virginia Licensed Cosmetologist;
- C. the salon shall comply with the Rules and Regulations promulgated by the Virginia State Board of Health governing sanitary conditions in cosmetology establishments;
- D. the shop/salon shall have sufficient registered cosmetologists as to be in compliance with the ratio established in these Apprenticeship Standards;
- E. the shop/salon shall be identified by an appropriate sign; and
- F. the shop/salon shall have a chair for each apprentice

17. TRANSFER OF APPRENTICES

If and when an employer is unable to carry out the operation of training, the apprentice may be registered with another qualified sponsor. Credit for the training obtained with the previous registered sponsor may be transferred.

18. SAFETY AND HEALTH TRAINING

The sponsor will instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that meet the Virginia Occupational Safety Health Standards developed pursuant to the Federal Occupational Safety and Health Act.

19. PROBATIONARY PERIOD

- A. Each apprentice shall be subject to a probationary period of at least 500 hours. During this period, annulment of the apprenticeship agreement may be made upon request of either party, with due notice being given to the registration agency and the Board.
- B. Full credit shall be given for the initial probationary period toward completion of the apprenticeship program.

20. RELATIONSHIP OF STANDARDS TO VIRGINIA COSMETOLOGY STATUTES

Nothing in these Standards shall be interpreted in a manner inconsistent with existing Virginia Board for Barbers and Cosmetology Rules and Regulations.

21. NUMBER OF APPRENTICE

The ratio of apprentices to licensed cosmetologist shall be:
1st apprentice to the first licensed cosmetologist
1 apprentice to each 2 licensed cosmetologists thereafter.

22. MODIFICATIONS

These Standards may be modified, if desired, but any such modification must be approved by the registration agency.

Such modification shall not alter or affect Apprenticeship Agreements in effect at the time of modification without the consent of all parties affected.

The apprenticeship program may be canceled by the Virginia Apprenticeship Council for due cause and in accordance with the *Regulations Governing the Administration of Apprenticeship Programs in the Commonwealth of Virginia*.

The sponsor may withdraw the program by submitting a written request to the apprenticeship representative.

These Standards are hereby approved:

Virginia Board for Barbers and Cosmetology

Chairperson

Date_____

Registered with the Virginia Apprenticeship Council:

Secretary

Date_____

Adopted by:

Sponsor Representative

Date_____

Revised July 26, 1999

PERFORMANCE COMPLETIONS	NUMBER REQUIRED
A. Hair and scalp treatments	10
B. Shampooing and hairstyling	320
C. Tinting	15
D. Bleaching and frosting	10
E. Temporary rinses	10
F. Semi-permanent color	10
G. Cold permanent waving or chemical relaxing	25
H. Hair shaping	50
I. Wig care, styling, placing on model	5
J. Finger waving and thermal waving	30
K. Manicures/pedicures	15
L. Facials	5
M. Sculptured nails, nail tips, wraps	20

*The required number of performance completions have to be accomplished during the term of apprenticeship, which is eighteen (18) months in duration.

SAFETY IS THE FIRST PRIORITY IN ALL APPRENTICESHIP PROGRAMS AND, AS THE SPONSOR'S PRIMARY RESPONSIBILITY, MUST BE TAUGHT AND PRACTICED CONTINUOUSLY IN ALL ON-THE –JOB WORK PROCESSES.

Revised 4/19/99

VA Board for Cosmetology